Raising your impact in meetings

Individual reflection
In which meetings (or kinds of meetings) does your impact matter least?

Do you really need to attend these meetings? E.g. is there someone on your team who would benefit from deputising for you? Or could you submit something in writing? Or could you arrange a short briefing afterwards from someone who attended the meeting?

In which meetings (or kinds of meetings) does your impact matter most?

What kind of impact do you want to have in these meetings?

List the types of situations/behaviours which you find most challenging and/or where you find it hardest to have your desired impact

Input from peers
Share your answers above in your small group and see what ideas and tips they have to help you have your desired impact. Take notes on the reverse of this handout.